

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### MAINTENANCE AND OPERATIONS SPECIALIST

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Maintenance and Operations Specialist is the fourth and journey level in a five level Maintenance and Operations series. Incumbents are responsible for performing journey level maintenance activities associated with buildings, grounds, and equipment operations and may, depending on area of assignment, serve as a lead worker for maintenance and operations staff and for installing, modifying, maintaining, and repairing equipment and systems.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for independently performing journey level maintenance activities in an assigned area of responsibility, which may include: airport maintenance, building maintenance, irrigation installation and repair, parks maintenance, property maintenance, equipment operations, street sweeping, tree trimming, utility maintenance.

The Maintenance and Operations Specialist is distinguished from the Senior Maintenance and Operations Technician by its responsibility for performing journey level buildings, grounds, and equipment operations activities. The Maintenance and Operations Specialist is distinguished from the Maintenance and Operations Supervisor, which has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |                   |
|----|---|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.   | Varies<br>0 – 10% |
| 2. | Performs skilled level maintenance on equipment, building, and/or grounds repair activities which, depending on area of assignment, may include: assisting in setting up and finishing concrete; performing carpentry work; repairing plumbing systems; designing, installing, and repairing irrigation systems; maintaining landscaped areas; assembling modular office furniture; performing manual labor activities requiring the operation of equipment; or, performing other related activities. | Daily<br>30%      |
| 3. | Operates and maintains a variety of light to heavy equipment, which includes performing routine preventive maintenance and repairs.   | Daily<br>15%      |
| 4. | Installs, replaces, and maintains a variety of structures and/or equipment, which may include: checking and evaluating support and safety equipment; installing or removing shelters; monitoring structure and equipment functionality; and, performing other related items.  | Daily<br>10%      |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>
5.	Completes a variety of logs, documents, and/or reports regarding quantity of materials handled, equipment operations, miles driven, fuel and oil used, and/or other related information.	Daily 10%
6.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
7.	Monitors and tracks available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 10%
8.	Inspects buildings, grounds, and equipment and makes determinations regarding required repairs or maintenance.	Daily 5%
9.	Assisting with semi-skilled maintenance work related to carpentry, plumbing, masonry, painting, welding, and fabrication work.	Weekly 10%
10.	Set up traffic control for median islands and special events;	As Required
11.	Performs other duties of a similar nature or level.	As Required

#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Public Utilities may be responsible for:

- Leading and participating in the operation of a wide variety of light to heavy equipment involved in digging, mowing, construction, and maintenance activities;
- Leading and participating in setting grades of ponds and ensuring proper slopes of banks;
- Leading and participating in sludge drying maintenance activities;
- Leading and participating in grounds excavation activities.
- Cleaning homeless camps;
- Removing litter from City streets, median islands, alleys, and/or highways;
- Collecting garbage utilizing a garbage truck;
- Leading and participating in the sweeping of streets, gutters, alleys, and floors;

Positions assigned to Fresno Area Express may be responsible for:

- Fabricating and maintaining bus stops, signs, shelters, and benches.

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#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to the Airport may be responsible for:

- Preparing plans and drawings associated with carpentry projects;
- Repairing and maintaining jet bridges;
- Maintaining backflow prevention device certifications;
- Maintaining and repairing airport equipment such as security doors, baggage conveyor belts, automatic operating doors, and security roll-up doors;
- Inspecting airport facilities for airport-user safety and utility, as mandated by the Federal Aviation Administration (FAA) and State of California Aeronautics Program;
- Providing airport security surveillance within the FAA-mandated Security Identification Display Area(SIDA) and airport perimeter during routine and escalated civil aviation security levels and airport construction projects;
- Assisting the staff as needed during aircraft in-flight and ground emergencies, disabled aircraft recoveries, and emergency medical aid responses;
- Participating in the clean-up of toxic and hazardous material spills, bomb searches and crowd control as required;
- Inspecting, diagnosing, operating, maintaining, repairing, and assists with installing major overhauls to heating, ventilation, air conditioning, and refrigeration systems and equipment.

Positions assigned to Irrigation may be responsible for:

- Preparing site specific data for the design of sprinkler systems;
- Installing valves, pipes, controllers, wiring, and sprinkler heads;
- Programming automatic irrigation controllers;
- Designing and implementing modifications to existing sprinkler systems.

Positions assigned to Parks and Recreation may be responsible for:

- Building fences, bridges, sheds, and other structures;
- Installing, modifying, maintaining, and repairing manual and automatic sprinkler systems;
- Mixing and applying chemicals in order to control harmful diseases and insects.

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#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Custodian may be responsible for:

- Leading and participating in the cleaning and sanitizing facilities, including floors, windows, counters, restrooms, and related items or areas, to ensure professional appearance of City buildings;
- Leading and participating in the setting up and tearing down for special events;
- Leading and participating in the emptying trash and recycle receptacles;
- Leading and participating in the cleaning and polishing seating areas, escalators, and elevators;
- Assisting in the search of public buildings in the event of bomb threats or other potential hazards;
- Assisting in building security functions;
- Leading and participating in floor maintenance activities, which includes vacuuming, sweeping, mopping, shampooing, stripping, burnishing, and waxing.

#### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and two years specialized maintenance experience directly related to the assignment or one year as a Maintenance and Operations Specialist is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C license.

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class A or B, with related endorsements.
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.
- An extensive background investigation.

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility
- Advanced materials and methods utilized in the operation, construction, and repair of buildings, grounds, and equipment
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Inventory management principles and practices
- Journey level custodial, equipment, building, property, or grounds maintenance and repair practices and procedures
- Safe work practices and procedures

#### **Skills** (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Training employees in proper work methods
- Using and caring for applicable tools and equipment;
- Preparing and maintaining records, logs, and related documentation
- Performing journey level maintenance and repairs in assigned area of responsibility
- Estimating material, supply, equipment, and labor requirements for applicable projects
- Performing manual labor
- Operating applicable tools, equipment, and machinery in assigned area of responsibility
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson and Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

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